

Utah Special Education Advisory Panel
Minutes
Summer Workshop
June 26, 2003

Present: Teri Beck, Jacquelyn Chappell, Starr Foley, Jennie Gibson, Karen Hahne, David Hennessey, Sue Hirase, Sharon Lallathin, Lorna Larsen, Tericia Leavitt, Ami Neff, Stephanie Rich, Colleen Riley, Linda Smith, Corrie Watkins, Jill Weight, Karl Wilson, Donna Gleaves, John Copenhaver.

Welcome and Introductions: Jill Weight thanked everyone for taking time out of their schedules to attend the summer workshop. Jill then asked that everyone introduce themselves to the group present.

Staff Introductions: With the aide of a PowerPoint presentation, Karl Wilson introduced the special education staff from the Utah State Office of Education, the staff of the Utah Personnel Development Center, and the staff of the SIGNAL Project.

Overview of Operating Procedures: Jill Weight gave a quick overview of the USEAP Operating Procedures.

Roberts Rules: Sue Hirase gave a quick overview of Roberts Rules.

Advisory Panel Training: John Copenhaver of Mountain Plains Regional Resource Center reported on the role of the advisory panel. There are six regional resources centers nationwide funded by the Office of Special Education Programs. Mountain Plains serves Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Utah, Wyoming and the Bureau of Indian Affairs. Among other things, Mountain Plains facilitates a teleconference with the advisory panels in its service region. Utah's State Director of Special Education and the USEAP Chair participate in these teleconferences.

John briefly listed the functions of the advisory panel:

- Advise the SEA of unmet needs within the state in the education of children with disabilities
- Comment publicly on any rules or regulations proposed by the state regarding the education of children with disabilities (Check USEAP Operating Procedures before making public comment.)
- Advise the SEA in developing evaluations and reporting on data to the Secretary under Section 618 of the Act.
- Advise the SEA in developing corrective action plans to address findings identified in Federal monitoring reports under Part B of the Act.
- Advise the SEA in developing and implementing policies relating to the coordination of services for children with disabilities.
- Advise on eligible students with disabilities in adult prisons. The advisory panel also shall advise on the education of eligible students with disabilities who have been convicted as adults and incarcerated in adult prisons.

John also gave a listing of effective practices of successful advisory panels which includes:

- New member orientation
- Annual meeting to set goals and priorities
- Close working relationship with the state director
- Established by-laws (called operating procedures in Utah) for the panel operations
- Meetings at least every two months
- Collaboration agenda building
- Awareness brochures
- User-friendly annual report
- Advisory, not advocacy, in nature

John pointed out that an advisory panel should be proactive rather than reactive. The panel should be looking at current and emerging issues. He advises focusing in on three or four priority issues for the year.

IDEA Reauthorization: Karl Wilson led a guided discussion on the proposed reauthorization of IDEA, looking at both the Senate version and the House version. USEAP will be kept informed as the reauthorization process continues. Public comment is still being taken, and Linda Smith pointed out that all public input can make a difference.

When the final regulations are released by Washington, Utah's Special Education Rules will be rewritten as soon as possible and public hearings held before final adoption by the Utah State Board of Education and USEAP will be asked to be a part of that process.

Meeting Dates for 2003 –2004: Members present discussed meeting dates for the 2003-2004 school year and the following dates were decided upon:

October 9, 2003
November 20, 2003
January 22, 2004
March 25, 2004
May 13, 2004

All meetings will be held at the Utah State Office of Education, unless otherwise notified. Meetings will run from 9:00 – 3:30 with a continental breakfast and networking beginning at 8:30.

Priorities for 2003-2004: Possible priorities for USEAP meetings were discussed by members present and a selection process took place and resulted in the following priorities for the 2003-2004 school year:

- Reauthorization
- Transition (Early Childhood)
- No Child Left Behind
- Discipline Issues
- LD Eligibility

Other Business: The committee discussed the possibility of developing a USEAP brochure to be used as a handout at various meetings to promote awareness of USEAP and help the committee gain input from the community.

Motion: Jacquelyn Chappell made a motion that a task force be formed to look into the possibility of putting together a brochure for USEAP.

Second: Jennie Gibson

Motion passed.

Jill then asked for volunteers to serve on the task force for a possible USEAP brochure. Jacquelyn Chappell, Colleen Riley, and Corrie Watkins volunteered.

Motion: Sue Hirase made a motion that USEAP appoint the three volunteers as the task force for the USEAP brochure.

Second: Stephanie Rich

Motion passed.

Karl Wilson thanked those present for taking time out of their busy schedules to attend the workshop.

Adjourn: The meeting adjourned. Next meeting: October 9, 2003.